

Annex A

Survey of Foreign Institutes:
Scientific and Technical Branch,
Foreign Documents Division, OO

A. What is Maintained:

A 5x8 card is maintained for each identified USSR scientific and related institution, including laboratories and university chairs. The data are taken from untranslated Soviet scientific articles. Some 95% are obtained from periodicals; other sources examined as time permits are newspapers, books, monographs, honor awards and awards of advanced degrees. The file was created in mid-1955 and does not go back prior to this time, except for establishment of cards from a list of Soviet Institutions published in FDD Reference Aid 29, Standardized Titles of Soviet Scientific, Technical and Related Institutions, 31 March 1955. The technique being used does not usually supply historical data but the current receipts are rapidly scanned and posted to the cards in order to maintain access to up-to-date information on the Soviet institutions.

From 1947-1951 about 50 monographs have been published from FDD sources, organizing the available unevaluated data on specific institutes. It is planned to publish such papers in the future only upon specific request.

B. How It Is Filed:

On the face of each card is listed as much of the following as is known: the name of the institute, with any variations and former names; a standardized translation of the name; the key officials; the address of the institute; its subordination; the name of, or existence of, a house organ; and a short description of other salient facts about the institute, such as photographs and short titles.

On the back of each card is posted a bibliographic reference to each untranslated document which contains information about the institute.

The cards are filed alphabetically by the name of the institute in transliterated Russian; this automatically brings certain institutions together in the files, such as laboratories, institutes and academies.

No cross reference files are maintained but it is planned to establish them.

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Annex A (Cont'd)

C. Size of the File:

Cards have been established for 7,000-8,000 institutes. Although the operation is too new to establish an accurate average, monthly postings run from 1,000-2,000. The Chief, Scientific and Technical Branch, believes that cards have been established for all overt Soviet institutions, but probably only a third of the university "chairs". Some 3,000 Soviet scientific and engineering periodicals per year are examined by one Analyst, GS-9, in the Scientific and Technical Branch, FDD, CO, who posts new or revised data to the front of the applicable cards and the source references to the back of the cards.

D. Service Supplied to Immediate Office:

The file supplies correct names and summaries useful for guidance of FID analysts.

E. Service Supplied to Others:

The file is too new for its potential to have been realized by the intelligence community. Information has been supplied to OSI, BR, IR, GD/RR and AEC.

In the past, about half the requests received could be adequately answered. As data are accumulated in the file, it is expected to increase this figure.

Requesters are also referred to the Biographic and Industrial Registers.

F. Suggested Future for the File:

This is considered a minimum effort. If time becomes available, cross references could be made to show subordination and institute networks identified for specific research subjects.

G. Suggestion for Other Files:

The Chief, Scientific and Technical Branch suggests that, as this file will enable complete control of information from overt Soviet scientific sources of data on Soviet scientific institutions, perhaps the Industrial and Biographic Registers could limit their activity in this area to covert information, and non-Soviet sources.

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Annex B

**Survey of Foreign Institutes:
Russian Degrees Awarded in Science and Engineering;
Scientific and Technical Branch, FDD, OO**

A Russian publication entitled "Knizhnaya Letopis" (Book Register) lists weekly, among other things, the USSR degrees awarded in science and engineering; these are now being translated. But for the period of 1949-1955 this publication was not acquired by the Agency. Because of this deficiency the Scientific and Technical Branch compiled, from other sources, the following information on cards: Source, name of the person receiving the degree, the degree, title of the dissertation and the institute concerned. The cards were sorted by subject and annual reports written for 1947, 1949, 1950, 1951 and 1952; thereafter monthly surveys were produced.

As each report was written the referenced cards were resorted by the names of the institutions making the awards and used as an anti-duplication check. These cards will be used in the near future to supply additional data for an FDD report on Soviet scientific education.

It is planned to send the entire card file to the Biographic Register when the Soviet scientific education report is written. Cards will no longer be maintained (on the assumption that subsequent issues of the "Knizhnaya Letopis" will be obtained).

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Annex C

Survey of Foreign Institutes:
Fundamental Sciences Area, OSI (FSA/SI)

A. What is Maintained:

Analysts' working files of 3 x 5 cards, all maintained on Soviet scientists and their relations to Soviet scientific institutions and on the Soviet Academy of Sciences.

Sources are open literature (60% or more) and regular CIA reports. The cards came from the following former units of OSI: Scientific Analysis Division.

B. How it is Filed:

Alphabetically by person within each institute or laboratory within each government department. There is no cross referencing.

C. Size of the File:

Two card safes.

D. Service Supplied to the Immediate Office:

This is a working file, serving as a basis for a series of publications on The Academy of Sciences, as follows:

- Volume 1. Introduction (published)
- Volume 2. The Presidium (published)
- Volume 3. The Technical Sciences (ready for publication)
- Volume 4. The Biological Sciences (planned)
- Volume 5. The Chemical Sciences (planned)
- Volume 6. The Geological and Geographical Sciences
(indefinitely postponed)
- Volume 7. Physical Mathematics (indefinitely postponed)

E. Service Supplied to Others:

Outside requests are filled.

F. Future of the File:

The cards will be retained by FSA/SI as there is a constant need for them.

G. Suggestion for Other Files:

None.

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Annex D

Survey of Foreign Institutes:
Biological and Agricultural Branch,
Fundamental Sciences Area, OSI

A. What is Maintained:

Bibliographic cards of agricultural publications covering the USSR and Satellites are obtained through an external research project sponsored by this Agency at the United States Department of Agriculture Library. This project was started in 1950. The coverage includes most U.S. Department of Agriculture Library journal and book accessions of SovBloc scientific, biological and agricultural literature, as well as pertinent abstracts from eleven abstract journals.

The cards contain the title, author, name of institute and title of the journal. (Information on institutes was not included until 1953.)

B. How it is Filed:

The cards are filed by subject (according to the CIA Library subject code), author, institute and journal.

C. Size of the File:

There are about 43,000 references, of which 55-65% refer to institutes.

D. Service Supplied to Immediate Office:

Primarily, service is supplied to the Branch.

E. Service Supplied to Others:

Some support is also supplied to ORR and other offices in OSI.

F. Suggested Future for the File:

Maintain on the same basis.

G. Suggestion for Other Files:

None.

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Annex E

Survey of Foreign Institutes:
Technical Support Section,
Technical Service Branch
Electronics Division, OSI

A. What is Maintained:

All classified information in the field of electronic research is filed in this section. The area covered is the Soviet Bloc, excluding Communist China, with heavy emphasis on the USSR. The present indexing has been in operation since 1954.

B. How it is Filed:

1. File folders are established for East German institutes and contains material on people, places and activities or subjects. An alphabetic listing of all the institutes known to be doing research in electronics is made and each is assigned a number. An alphabetic prefix preceding the number indicates whether the institute is a Soviet organization (EG-S), a German institute administering research and development (EG-A) or a research establishment (EG-E)

A list of all institutes in East German cities, commonly known as the "geographic index", is also maintained.

2. USSR Data:

a. The same system is used on a numbered folder for each institute, the numbers being assigned on a master list of institutes in alphabetic order.

b. The following prefixed are used:

R/G - General reference material useful to locate people and determine their affiliations, geographic aids, evaluated intelligence reports and other reference aids.

R/M - Ministries, societies and planning organizations.

R/E - Academies, research institutes, universities and laboratories.

R/E-N- Special scientific research institutes. (NII Series)

R/E-Z- Soviet-numbered plants.

Z/A - USSR Academy of Sciences and Union Republic Academies of Science. Departments and Commissions

c. When documents refer to more than one institute, copies of reference sheets are filed in each institute folder.

d. A cross reference is maintained by subject.

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- e. A geographic list of institutes by cities is maintained.
- f. A cross reference card file of individuals associated with institutes has been started.

3. Data Outside the USSR and E. Germany:

For countries in the European Bloc, files similar to those for East Germany are maintained. For the balance of the world, including China, country folders are maintained in which data are filed chronologically by organization.

4. Microfilming:

All files are microfilmed once a year, for vital records retention.

5. Retirement:

As folders are filled, new ones are established. Once a year the files are examined and the oldest folders are retired to the Records Center.

6. Summaries:

As requests are serviced, reports are written. Whenever possible, copies are filed in the relevant institute folders. A few institute folders containing a quantity of data have summary sheets. These contain:

- Country
- Name
- Subordination
- Location
- Summary of organization and facilities
- Summary of principal activities and projects

C. Size of the File:

There are six (6) filing cabinets containing 500 Serbloc (excluding China) folders and 30 country dossiers consisting of 1 or more folders. About 1200 documents per month are added to the file. Two analysts, GS-13 and GS-12, and one clerk-typist, GS-5, maintain the file and provide service from it.

D. Service Supplied to the Immediate Office:

Over 90% of all requests for information are satisfactorily answered by use of this file.

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Annex E (Cont'd)

E. Service Supplied to Others:

Other offices in OSI are served, particularly the Guided Missiles Division. Other IAC offices such as ONI, SCIA, USAF, are served occasionally.

Requests for information concerning production are referred to ORR. Requesters are also referred to Biographic Register, FDD and Barton Branch of the Special Register.

F. Suggested Future for the File:

As over 90% of the requests received are internal and fully answered, it is believed that the service should continue. The area covered is small enough so that the two analysts give rapid service from their memory of the source material they have analyzed.

A similar file record for all of OSI is considered too large to justify this type operation. A third analyst was formerly in charge of the satellite areas and his transfer has seriously curtailed service in these areas.

G. Suggestion for Other Files

None.

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Annex F

Survey of Foreign Institutes:
Chemistry Branch,
Fundamental Sciences Area, OSI

A. What is Maintained:

Since 1951 this Branch has maintained files of abstracts from classified intelligence documents and open literature. These abstracts are printed on the CIA Library mat routing card. Coverage is world-wide and subject matter is limited to chemistry.

B. How it is Filed:

As new intelligence documents are processed, the Division analyst prepares abstracts of data of interest to the Branch on Form 60-46 (Transmittal Sheet - March 1952) and classifies the subject content with the CIA Library Intelligence Subject Code. These forms are sent to the CIA Library for punching and inclusion in the intellofax system. The number of cards required for cross-reference filing are also noted - one for each individual, one for each installation and one for each subject. These cards are filed alphabetically by category within country.

C. Size of the File:

At the present there are about 30 IBM card trays: 16 on subjects, 8 on personalities, and 6 on institutes and related installations. It is estimated that nearly 60,000 cards have been filed and that 600 cards are added each month. Six to eight analysts devote part time to the preparation of the coded transmittal sheets; the Branch Secretary spends not over 10% of her time filing these cards and supplying service therefrom.

D. Service Supplied to the Immediate Office:

The file is a reference source for the immediate office, but is supplemented with the material available in CIA Library and the OCR Registers.

E. Service Supplied to Others:

Since it was established to serve the needs of the Chemistry Branch, little service is provided to others.

F. Suggested Future for the File:

The Branch intends to retain files.

G. Suggestion for Other Files:

None

Annex G

Survey of Foreign Institutes:
Geography Division,
Geographic Research, ORR

A. What is Maintained:

1. 5 x 8 cards on Russian institutes and universities containing the following information:

Name of institute or university

Address

Affiliation

Ministry

Source reference: document and page and a code to indicate whether or not the article has been micro-filmed.

Brief description of the work of the institute or university.

2. Original masters from which the cards were created. Any or all the cards can be reproduced from these masters.
3. These cards were created from a set of basic reference cards to microfilmed articles obtained by the Ohio University Research Foundation on an external research contract. The articles were found in Sovbloc publications on the earth sciences of geodesy, astronomy, photogrammetry, gravimetry and cartography. Overt sources were examined, beginning with the "Slavic Collection" of the Library of Congress and extending into books and periodicals in Perkins Observatory, the New York Public Library, and the libraries at Harvard, Stanford and the University of California at Los Angeles. Some of the books and periodicals were published in the 1920's. The project ran from 1951 to 1954, but data collection was discontinued in 1953.
4. A master list of the sources examined is available in an alphabetized file of journal, serial and monograph titles.

B. How it is Filed:

The institute cards are filed alphabetically by Russian name of the institute.

C. Size of the File:

About 1,000 institute cards. The number of different institutes represented is not known. An additional 13,000 cards cross-reference the subject matter covered in the institute collection. The file has not been changed since termination of the external research project in 1954. It is located in the office of the Chief, Geography Division, Geographic Research, ORR.

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D. Service Supplied to Immediate Office:

The entire file is a basic research tool.

E. Service Supplied to Others:

FI Staff requests information about once every two months, primarily concerning authors rather than institutes. Other requests will be accepted.

F. Suggested Future for the File:

It will be maintained as a working tool of the office. There are no plans to bring it up to date. Any or all institute cards can be reproduced from the Ozalid masters, if needed.

G. Suggestion for Other Files:

None

Annex H

**Survey of Foreign Institutes:
Biographic Register, OCR**

A. What is Maintained:

1. Bibliographic 5x8 cards of Russian scientific and research publications are maintained containing the author's name, title of the article, sometimes an abstract and the name of the institute with which the author is associated. The cards are filed by geographic area by author. Duplicates are filed by the name of the institute. Ninety-eight percent of these "institute cards" are received from three sources:
 - a. Library of Congress: "Monthly List of Russian Accessions". They have been filed since 1953.
 - b. Air Force: An external clipping service contract produces references to abstract journals. Period covered: 1937 to date.
 - c. Foreign Documents Division, OO: Bibliographic cards from open source literature, showing the author, title, source, institute and an abstract of the article. Period covered: 1947 - 1955 (See Annex "D").
2. Folders of foreign institutes. Documents received concerning foreign institutes are placed in these folders.
3. A file of IBM cards serves as an index of all biographic dossiers maintained by BR. Summary information on individuals associated with institutes may be included on these IBM cards.

B. How the Data are Filed:

1. 3x5 institute name cards are filed by subordination. The bibliographic cards are filed behind the institute to which they refer. Cross reference cards are also filed to show former names and subordinations of institutes. The bibliographic cards within an institute are filed according to the institutes' specific organizational structure.
2. The institute folders contain selected intelligence documents relating specifically to an institute. They are not filed in any sequence within a folder, but folders are filed according to the organizational breakdown within Ministries, Academies, etc.
3. The IBM cards may be searched mechanically to locate and list the names of any persons recorded as holding a position in an institute.

Annex H (Cont'd)

C. Size of the File:

1. The card files occupy three card cabinets containing references to about 2,000 institutes. Monthly accessions average 500 to 600 cards.
2. The folders occupy one file cabinet.
3. Maintenance of the card and folder files takes about 85% of the time of one Biographic Analyst, GS-9, in the Soviet Branch.
4. The IBM name cards are maintained as a part of the basic biographic records of the register. There is no estimate of the number of cards which may contain references to institutes.

D. Service Supplied to Immediate Office:

Eighty percent of the service supplied is to members of the Biographic Register. Their questions are preponderantly for the correct name, spelling, location and subordination of an institute. Some ten percent of the requests ask for more information than can be supplied. Usually, the requesters then check with FDD and the Industrial Register.

E. Service Supplied to Others:

1. Requests are received from OSI, OOC, FDD, Industrial Register and the Department of State. Again, most requests are simply for identification of an institute. Requesters are not usually referred to other sources, because they already know of the IR and FDD files.
2. If a request for biographic data includes the need for information about an institute, then this section will supply the data, including a check with FI, FDD and IR. When asked for a complete listing of all individuals connected with a specific institute, they will check their own files and also check with IR, FDD, OSI and Department of State.
3. Reports are not written on institutes.

F. Suggested Future for the File:

Maintain the existing file because 80% of its service is to the Biographic Register Analysts and its information is adequate 90% of the time. It is not recommended that free world institutes be added to the file; adequate overt data are already available.

G. Suggestions for Other Institute Files:

None.

**Survey of Foreign Institutes:
Industrial Register, OCR**

A. What is Maintained:

The mission of the Industrial Register is to index and maintain world-wide all-source data on foreign technical, scientific, and industrial establishments and related facilities. Research and development operations are indexed if they are related to a plant, institute, university, or other facility.

Data on institutes have been indexed and filed since 1948.

B. How it is Filed:

1. The Basic File is on 5x8 cards which are maintained by country and within country, numerically by "plant" (establishment) number. The pertinent information is posted to the ICF card by cutting and pasting, extracting or (seldom) abstracting.

2. Indexing:

- a. Analysts post the following information to ICF cards or to documents filed in lieu of ICF cards. The information preceded by an "X" is also punched in IBM cards for machine manipulation.

Identification data

- X card number
- X firm number
- classification
- X plant name or name:
- X operating status code
- X ministry and Soviet plant number
- X industrial category code *

Reference data

- X date of information
- X date of source (punched only if previous date is not known)
- evaluation
- CIA control number
- document number

* Code 40 identifies all research and development data and institutes

Location data

- country name
- 1. country code number
- political subdivision
- 2. political subdivision code number
- 3. city name
- 4. geographic coordinates
- 5. World Aeronautical Chart number

b. Cross reference machine-written lists are prepared as follows, all lists being divided by country:

- 1/ Alphabetically by plant name (includes all known names of the plant)
- 2/ Alphabetically by plant name within an alphabetic list of cities and towns
- 3/ Alphabetically by plant name within an alphabetic list of cities and towns within each industrial category.

c. The Register also uses a variation of the 10-digit Standard Commodity Classification Code developed in the Executive Office of the President to prepare a separate set of IBM cards. These cards can be searched to locate basic data on research and development pertaining to specific products. This is limited to the USSR, the European Satellites, Yugoslavia, China and West Germany.

d. Plant (or institute) summaries are prepared upon request. These are organized unevaluated reports of the data available on an establishment-- or "plant". Brief summaries are also prepared under time limitations for background use in interrogations, requirements, finished intelligence reporting, etc.

e. Dossiers are maintained on twenty-five hundred institutes and related research facilities in the USSR, Bulgaria, Albania, Hungary, Rumania and Yugoslavia. In addition, over 2,500 dossiers on industrial installations contain data on their research activities.

About 500 documents are received monthly relating to institutes and research facilities. They are processed by the regular staff.

D. Service to the Immediate Office:

This is an IAC reference service organization. It is not involved in intelligence production.

E. Service Supplied to Others:

The entire intelligence community is served, continuously, upon oral and written request.

Data are not available on fine arts institutes. Some biographic information is available but those requesting biographic data are referred to the Biographic Register. A list of names of people and their positions in institutes or plants will be furnished, however. Little data are available concerning research papers. They are generally excluded from the file unless they are in an important intelligence area and written by a man specifically identified as being a member of a named institute.

In addition to the Biographic Register, requesters are referred to the CIA Library and to the USSR Branch, FDD, OC.

F. Future of the File:

1. Because much research and development is closely allied to production, it is considered advisable to maintain data on institutes in the same file as data on industrial installations. It can be done at the same time and in the same manner.
2. The experience of the Industrial Register in using IBM to index and cross reference institutional and industrial data has produced the conviction that mechanical indexing should be maintained, whatever other changes in techniques and location of the files may be considered.
3. The Industrial Register is a centralized file. The service of the file could be extended if it is practicable to include reference to other data available on institutes. This might be done by reference to Biographic Register dossier numbers. Graphics Register photograph numbers, copies of FDD cards, etc.

G. Suggestion for Other Files:

None.